

MINUTES

SC Architecture Oversight Committee (AOC) Meeting State Data Center, Room 105 September 24, 2003

AOC Members in Attendance:

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| Raymond Gray (Alternate) | Department of Juvenile Justice |
| Gigi Brickle | Legislative Printing |
| Jerry Brown | Department of Labor, Licensing and Regulation |
| David Foshee | Department of Disabilities and Special Needs |
| Steve Flowers | State Accident Fund |
| Valerie Goodwin | Commission for the Blind |
| Dennis Nalty | Department of Alcohol and Other Drug Abuse Services |
| Pat O'Cain | Comptroller General's Office |
| Tom Rupsis | State Law Enforcement Division |
| Dan Sherrill | Department of Transportation |
| Jim Scurry | Department of Natural Resources |
| Khushru Tata | State Board of Technical and Comprehensive Education |
| Catherine Lee (Alternate) | Arts Commission |
| Richard Wicker | State Housing, Finance and Development Authority |
| John Ward | Department of Corrections |
| Larry Johnson (Chairman) | Division of the State Chief Information Officer |
| Mike Garon (At-large) | Department of Revenue |

Call to Order

The meeting was called to order at 2:04 p.m.

Establish Quorum

Attendance was taken and a quorum established.

Approve Agenda

No additions were made to the agenda. A motion was made, seconded and passed to accept the proposed agenda for the meeting.

Approve Minutes

No additions or corrections were made to the minutes from the last meeting. A motion was made, seconded and passed to accept the minutes from the last meeting.

New Business:

Update on Domain Subcommittee Activities/Elections

The first order of business was a briefing on Domain Subcommittee activities. An update was distributed which listed the members, Chairs and Vice Chairs for each of the six Domain Subcommittees. This update also contained a schedule of meetings for Domain Subcommittees over the next two weeks. Four of the Domain Subcommittees will meet with Gartner Consulting twice during this period. (Meetings with the other two Domain Subcommittees are yet to be finalized due to scheduling conflicts.)

The first meeting with Gartner Consulting will provide the Chair and Vice Chair of the Domain Subcommittees with an introduction to the workshop processes and also the research that will be available to aid Subcommittee members in establishing technical standards and making recommendations to the AOC. The second meeting will include all Subcommittee members and will assist them in applying the workshop processes and research to establish standards for “fast track” disciplines. However, the first order of business for each of the Domain Subcommittees will be to develop its domain strategy and related IT principles.

Five of the six Domain Subcommittees are fully staffed. Two additional members are needed on the System Management Domain Subcommittee.

Update on Election Process for Replacement of Alternates

The next order of business involved an update on the process that will be used to replace two Alternates on the AOC who were recently appointed as At-Large Members. Agency Directors or their designated representatives will elect two alternates – one from the Regulatory functional group and one from the Conservation, Natural Resources, Development and Transportation functional group. Agency Directors will be contacted by email and asked to nominate qualified candidates from each of these two groups. Once received, CIO support staff will send out bios of the nominees to Agency Directors or their designated representative. Voting will be done through email. The CIO Support Staff will count the final ballots and announce the results. Once ratified by the AOC, orientation sessions will be scheduled for the new members.

Review/Confirm Business Drivers, IT Implications, IT Vision and IT Principles

The AOC members reviewed the Architecture Business Drivers, IT Implications, IT Vision and IT Principles once more for any last minute changes. These are important concepts because they will be the foundation for the strategies and related IT principles to be developed by the six Domain Subcommittees. There was no discussion, and a motion was made, seconded and passed to accept the Architecture Business Drivers, IT Implications, IT Vision and IT Principles in their current form.

Proposed State Portal Strategy

A presentation on the State's Portal Strategy was made by Katie Morgan, Deputy CIO. This strategy proposed issuing an RFP to identify vendor solutions for developing and maintaining the State's Portal, as well as for processing related credit card transactions. The presentation demonstrated how a portal containing content from multiple state agencies could be used to provide information and services to both individuals and businesses during both routine and personalized inquiries/requests. The matter was then opened for discussion.

Several AOC members expressed concern that an RFP would require an extended period of time to identify and select a vendor to perform these services. They requested that the RFP be divided into phases or lots. It was suggested that since the processing of credit card transactions is critical to many agencies, it should be completed as soon as possible. The second phase, development of the State's portal, should be reviewed with the appropriate Domain Subcommittees with a final recommendation made to the AOC.

Process for Submitting Recommendations to AOC by Domain Subcommittees (Strawman Discipline Profile for Accessibility)

The next order of business related to the submitting of recommendations to the AOC by Domain Subcommittees. Chuck Fallaw explained the purpose and use of a SCEA-8 form, *Recommended Action by a Domain Subcommittee*. As a "walk-through," Jim Blanton, a member of the Presentation Services Domain Subcommittee, presented a sample standard for *Providing Accessibility to State Government Internet-Based Resources*. The AOC members were then asked for ways to improve this process. It was generally agreed that the financial impact and, where applicable, a business case study should be included to support a recommended standard.

Calendar

The next AOC meeting is scheduled for October 22nd at 2:00 pm at the same location.

Final Action Items

The meeting attendees were advised that the minutes of the meeting would be prepared and distributed via email.

The meeting was adjourned at 3:42 pm.